

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120041-9

REPORTS INVENTORY

SD 103.23

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Records Management Report

2. TYPE
OF
REPORT☒

STATISTICAL

☒

NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

Form

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OL/SD/SMB/GMMS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	3.89	40		155.60	1		155.60

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

155.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required for proper management of files and filing space.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ Y
☐ CHANGE
☐ DISCONTINUE

RETAIN AS IS

☐

OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120041-9

18. EXTENSION

☐FORM
2-70

142

Classification

(22-36-43)